

**REQUEST FOR CLASSIFIED  
TRANSFER/DEMOTION**

**Position Information From Hotline:**

Classification: \_\_\_\_\_

ID No.: \_\_\_\_\_ Percent: \_\_\_\_\_

School/College Division: \_\_\_\_\_

Department: \_\_\_\_\_

**For WSEU positions, WSEU employees who are in the same employing unit as the vacancy, who are in the same classification as the vacancy, and who have completed their original probationary period in the classification will be referred first, by seniority, on a mandatory basis. Next, all other WSEU employees in the UW System who are in the same classification and have completed their original probationary period will be referred, by seniority, on a mandatory basis. Finally, all other transfer candidates, plus voluntary demotion and reinstatement candidates, will be referred on a non-mandatory basis. For non-WSEU positions, all employees will be referred on a non-mandatory basis.**

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Current Classification: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**Non-UWM Employees Only:**

Current State Agency: \_\_\_\_\_

***For Human Resources Use Only***

Rec=d By Deadline: Y N Sex/EC: \_\_\_\_\_ Past Transfers: \_\_\_\_\_

Seniority Date: \_\_\_\_\_ UDDS: \_\_\_\_\_ EU: \_\_\_\_\_ Current Rate: \$ \_\_\_\_\_

Circle one: 1st Step Mandatory 2nd Step Mandatory Non-Mandatory Voluntary Demote

Initial/Date: \_\_\_\_\_ Verified By - Initial/Date: \_\_\_\_\_

Outside Agency Verification - Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_